
**9-1-1 Emergency Communications
District Board of Managers
September 20, 2017
Minutes**

Members Present:

Philip Wicker, Municipal Representative
Dewayne Bush, County Representative
Jim Bryan, Municipal Representative
Gene Dettmann, Volunteer Fire Department Representative
David Allman, County Representative

Staff Present:

Ed Boyle, 9-1-1 Director
Mike Saxton, 9-1-1 Program Coordinator

Others Present:

Judge Downing Bolls, Taylor County Judge
Ricky Bishop, Taylor County Sheriff's Office
Chuck Statler, Taylor County Commissioner
Shane Meffert, Abilene Police Department Dispatch
Jodi Dyer, Taylor County Sheriffs' Office Dispatch
Kelley Messer, City of Abilene Attorney
Barbara Boen, City of Abilene Office of Emergency Management
Wayne Lisenbee, City of Abilene, Capital Improvement Program
Vincent Cantu, City of Abilene Health Planner
Steve Campbell, City of Merkel City Manager
Elijah Anderson, Taylor County Auditor
Mike Rains, City of Abilene Finance Director

Item 1 - Call to Order

AD Bush called the meeting to order at 3:00 p.m. in the City Hall Basement Conference Room.
All board members were present.

Item 2 – Approval of Minutes

A motion was made and seconded to approve minutes from September 27, 2016 and May 24, 2017 board meetings.

This was unanimously approved by the Board.

A copy of the minutes will be posted on: <http://www.abilenetx.com/AgendasandMinutes/index.htm> and a voice recording of all minutes is on file at the City of Abilene.

Item 3 – Agenda Items

a. Presentation and Acceptance of Annual Audit for Year Ended in September 2016

Finance Director Mike Rains gave an Annual Audit presentation for the year ending September 30, 2016. The individual auditor's report was accomplished by Davis Kinard &

Company and found all records in outstanding conformity with accounting principles accepted in the United States.

The next item for review consisted of the 9-1-1 Emergency Communication District Balance Sheets, Statement of Revenues (*expenditures and changes in fund balance*), and Statement of Revenues (*expenditures and changes in fund balance- budget and actual*). (Attachment 1)

A motion was made and seconded to approve the presented audit and budget reports. This was unanimously approved by the Board.

b. Explanation and discussion of 9-1-1 Revenue

Mike Saxton delivered an informative brief on 9-1-1 revenues to the 9-1-1 Board of Managers. He covered two sources of revenue; wireless and wireline.

c. Abilene Police furniture Requests and Action

Abilene Communications Division Manager Shane Meffert requested 10 new chairs for dispatchers as the current ones were worn out. He requested 10 chairs at \$16,275 from National Business Furniture.

A motion was made and seconded to approve the purchase of 10 chairs at 16,275. This was unanimously approved by the Board.

d. Taylor County Furniture Requests and Action

This item was not acted on by the 9-1-1 Board of Managers as it was acted on and included in the FY16 budget.

e. Consideration and Action Regarding Abilene Police Department Relocation

The City of Abilene is moving out of the current Law Enforcement Center and into a new location. They requested new Vesta 911 upgraded equipment and funding to move to the new location at a cost of \$708,329.62. The request also includes three new positions at a cost of 102,681.73 (see Attachment 2) For Abilene PD Texting Service, \$22,900 and \$11,400 (see attachment 3) was requested to enable and setup 911 texting service. The above cost totals \$845,311.35

A motion was made and seconded to approve the purchase 9-1-1 equipment for Abilene PD for the cost of \$845,311.45. This was unanimously approved by the Board.

f. Consideration and Action Regarding Taylor County Sheriff's Office 9-1-1 Equipment

Additional equipment was requested to update their 9-1-1. For Taylor County Texting Service, \$7865 and \$4290 (see attachment 3) was requested to enable and setup 911 texting service. An additional \$24,749.74 (see attachment 4) for Taylor County SMS. The above costs total \$36,904.74.

A motion was made and seconded to approve the purchase 9-1-1 equipment for Taylor County for the cost of \$36,904.74. This was unanimously approved by the Board.

g. Review, Approval and Action of Taylor County Requests regarding 9-1-1 personnel

This item was passed on by the 9-1-1 Board of Managers.

h. Discussion, Consideration and Possible Action Regarding 9-1-1 and GIS Administrative Personnel

Three requests were made by 9-1-1 District Director Ed Boyle for the Personnel changes. Ed Boyle requested a raise of one dollar per hour for 9-1-1 Administer Mike Saxton. He also asked to promote Alexander Bradford from a GIS Technician II to a GIS Technician III.

A motion was made and seconded to approve the two personnel requests. This was unanimously approved by the Board.

The third request of adding another GIS technician to support 9-1-1 was passed on as the Board does not have the authority to add personnel to the City of Abilene without City Council Approval.

i. Revised FY 2017 Budget and Proposed FY 2018 Discussion and Approval

Ed Boyle presented the proposed revised budget for 2017. The FY 2017 original ending budget balance was \$5,722,976 and decreased slightly to a revised \$5,641,266. The listed Expenditures reflected some changes as depicted in Attachment 5. Revenues were flat.

A motion was made and seconded to approve the Revised 2017 budget. The Revised 2017 Budget was unanimously approved.

Ed Boyle presented the FY 2018 9-1-1 budget for approval. (Attachment 5) The proposed budget for FY 2018 begins with a balance of \$5,641,266 with total revenues rising to \$2,425,800 and total planned expenditures of \$ 2,166,714. This leaves a forecasted ending balance of \$5,900,352. This balance is in reserve to provide for the future projects and Next Generation 9-1-1 equipment.

A motion was made and seconded to approve the FY 2018 Budget. The Board approved the FY 2018 Budget.


j. Setting the Emergency Service Fee for 2018

Mike Saxton led the discussion of the 9-1-1 service fee for 2016. The fee was recommended to be continued at the same rate as the previous year (6% of the incumbent carrier base rate.)

A motion was made and seconded to approve the 9-1-1 "surcharge" as the same rate as 2017. The motion was unanimously approved by the Board.

Item 4 – Adjourn

Board Chairman Bush adjourned the meeting at 4:27 p.m.

Approved: 
Chairman
Date: 17 APRIL 2018

Attachment 1

CITY OF ABILENE, TEXAS
9-1-1 Emergency Communication District
Balance Sheets
September 30, 2016 and 2015

ATTACHMENT
 one (182)

	<u>2016</u>	<u>2015</u>
ASSETS		
Cash and cash investments	\$ 2,463,806	\$ 1,711,830
Investments	2,547,405	2,332,247
Accounts receivable	<u>53,492</u>	<u>53,492</u>
Total Assets	<u><u>\$ 5,064,703</u></u>	<u><u>\$ 4,097,569</u></u>
LIABILITIES AND FUND BALANCES		
Liabilities		
Accounts payable	<u>\$ 56,107</u>	<u>\$ 73,775</u>
Total Liabilities	<u>56,107</u>	<u>73,775</u>
Fund balances		
Unassigned, undesignated	<u>5,008,596</u>	<u>4,023,794</u>
Total Fund Balances	<u>5,008,596</u>	<u>4,023,794</u>
Total Liabilities and Fund Balances	<u><u>\$ 5,064,703</u></u>	<u><u>\$ 4,097,569</u></u>

CITY OF ABILENE, TEXAS
9-1-1 Emergency Communication District
Statements of Revenues, Expenditures and Changes in Fund Balances
Years Ended September 30, 2016 and 2015

	<u>2016</u>	<u>2015</u>
REVENUES:		
Wireless service fees	\$ 705,094	\$ 709,754
Wireline service fees	1,552,133	1,428,484
Interest	<u>19,306</u>	<u>8,774</u>
Total revenues	<u>2,276,533</u>	<u>2,146,992</u>
EXPENDITURES:		
Current:		
Office supplies	3	52
Non-capital minor tools & equipment	45	177
Postage	131	45
Building maintenance	7,788	-
Communication equipment maintenance	96,400	95,023
Street sign maintenance	-	1,900
✓ Phone service	293,976	300,036
Wireless monthly service	19,938	20,550
Equipment use charge	6,376	4,512
Technology	60	1,320
Professional fees	7,354	6,074
✓ Printing	3,378	-
✓ Dispatchers	250,270	244,355
Employee development	865	735
Expense allowance	1,350	1,284
Dues	177	174
✓ Administrative services	590,300	510,530
Indirect costs	<u>13,320</u>	<u>13,470</u>
Total expenditures	<u>1,291,731</u>	<u>1,200,237</u>
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	984,802	946,755
FUND BALANCES - BEGINNING OF YEAR	<u>4,023,794</u>	<u>3,077,039</u>
FUND BALANCES - END OF YEAR	<u><u>\$ 5,008,596</u></u>	<u><u>\$ 4,023,794</u></u>

ATTACHMENT
one (2022)

Attachment 2



Abilene Police Department, TX

VESTA® 9-1-1 System Upgrade

AIRBUS DS Communications | home of VESTA®

Quote Date: 9/11/2017

Quote No.: ATT69710D

Site No.: VARIOUS

Customer Information

Customer: Abilene /Taylor Co 911 District

Contact: Ed Boyle

Phone: 325 676-6415

E-Mail: Ed.Boyle@ablenetx.com

AT&T Contact Information

Sales Configuration Spec: Marty Saucedo

Phone: 512 438 6330

E-Mail: marty.s@att.com

Account Exec: Jeff Bievenue

Phone:

E-Mail:

Budgetary Pricing

Quote Summary

Site No.	Site Name	Quote No.	No. of Pos	TOTAL
100001	Abilene Police Department - Primary, TX	ATT69710D-1	15	\$484,535.91
103942	Abilene Police Department - Backup, TX	ATT69710D-2	5	\$206,293.71
	AT&T Installation and moving of Equipment			\$12,500.00
	AT&T Project Management			\$5,000.00
TOTAL QUOTE			20	\$708,329.62
GRAND TOTAL				\$708,329.62
100001	3 Positions - Optional	ATT69710C-3	3	\$102,681.73
VESTA MAP LOCAL				
100001	Abilene Police Department - Primary, TX	ATT69710C-4	15	\$150,508.96
103942	Abilene Police Department - Backup, TX	ATT69710C-5	5	\$43,999.30
				\$194,508.26

Additional Comments

Quote is valid for 120 days from the date of this quote.

Any line items listed as "Optional" in this quote are not included in the Product Totals, Product Summaries, Site Totals, Quote Summary, or the Grand Total. These items are not considered to be part of the system. The "Grand Total" on the Quote Summary page reflects the quote value. This figure includes any and all applicable charges, fees, and or discounts. Costs for actual freight will be added to your invoice. All pricing is in U.S. Dollars unless otherwise stated.

Strategic Incentives, Discounts, etc.:

Any strategic incentives, discounts, etc. that are applied to this quote are based on the purchase of all non-optional items listed within the quote. If the quote should change or if items are removed, the incentive is subject to change.

Budgetary Quotes:

Quotes marked Budgetary are nonbinding and subject to change. This quote is being provided as an estimate of approximate pricing and cannot serve as the basis for any order.

Support Renewals:

If this is a first time renewal and is subject to the agreed upon grace period, then reinstatement fees will not apply as long as the PO is received prior to the expiration of the grace period. For questions regarding your support renewal term, please contact Jennifer York at 951-719-2142.

Software Support Start and End Dates are based on active software support agreements. Dates and pricing are subject to change once existing software support agreements expire.

Please refer to the Terms & Conditions tab for additional information related to this Quote.

ATTACHMENT 3



ATTACHMENT 3

(F)

Quotary Quotation Information							
Name: Jeff blevenue Email: j0541@att.com Phone #: 314-775-3658 Email: j0541@att.com			Abilene / Taylor County Texting TCC Services			Quote Date: 9-7-2017 Quote Expiration Date: 12-7-2017 TSS: Martin Saucedo (612) 438-4338 Email: ms8738@att.com Phone #: 512-432-7998	
PSAT Name	Description	Quantity	Unit Price	Year 1	Year 2	Year 3	Year 4
Taylor County	TCC services to enable Text to 911 (includes setup)	8	\$7865.00 NRC				
	TCC services to enable Text to 911	8	\$4,290.00	\$4,290.00	\$4,290.00	\$4,290.00	\$4,290.00
Total 5 Years:							\$33,605.00
Abilene PD	TCC services to enable Text to 911 (includes setup)	18	\$32,900 NRC				
	TCC services to enable Text to 911	18	\$11,400.00	\$11,400.00	\$11,400.00	\$11,400.00	\$11,400.00
Total 5 Years:							\$81,990.00

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ATTACHMENT 4



Quote Date: 8/16/2017
Quote No. ATT69312-2433

**Taylor County, TX
SMS**

Customer Information

Customer: Abilene/Taylor Co 911 District
Contact: Ed Boyle

AT&T Contact Information

AT&T TSC II: Marty Saucedo
Phone: 512 438 6339
Email: marty.s@att.com

Account Exec: Jeff Bievenue
Phone:
Email:

Quote Summary

Quote No.	Site No.	Site Names	No. of Pos.	Total
ATT69312-2433-102477		Taylor County Sheriff - A	0	\$18,109.98
1				
ATT69312-2433-107765		Taylor County EOC - B	0	\$5,639.76
2				
		AT&T Project Management		\$1,000.00
		GRAND TOTAL	0	\$24,749.74

ATTACHMENT 4

ATTACHMENT 5

Abilene/Taylor County 9-1-1 District

Line Item Description	FY 2017 Original Budget	FY 2017 Revised	FY 2018 Proposed
Beginning Balance	\$5,008,596	\$5,008,596	\$5,641,266
Revenues			
Wireless Service Fee Revenue	715,000	690,000	680,000
9-1-1 Surcharge	1,500,000	1,600,000	1,700,000
Interest Income	15,000	33,000	45,800
Total Revenues	\$2,230,000	\$2,323,000	\$2,425,800
Total Resources	\$7,238,596	\$7,331,596	\$8,067,066
Expenditures			
Office Supplies	500	500	500
Non-capitalized Minor Tools and Equipment	250	250	250
Postage	300	300	300
Bldg/UPS Maintenance	8,000	8,000	8,000
Comm/RDR Maintenance	96,400	96,600	98,800
Traffic Sign Maintenance	1,900	1,900	1,900
Phone Service	300,500	300,500	290,000
Professional/Contractual	7,200	7,200	6,940
Other Services/Materials	267,350	267,350	265,044
Printing	7,000	7,000	7,000
Employee Development	1,000	2,000	2,000
Expense Allowance	2,000	2,000	2,000
Dues/Subscriptions	350	350	350
Contingency	5,000	5,000	5,000
Indirect Cost Allocation	17,770	17,770	23,890
Fleet Fuel/Maintenance	0	500	2,650
Equipment Replacement	0	3,300	3,600
Equipment Use Charges	5,830	0	0
Technology Fund Transfer	60	60	1,640
General Services/Charges	608,010	608,010	623,210
Communications Equipment	161,200	336,740	798,640
Wireless			
Monthly Recurring Costs (MRC)	25,000	25,000	25,000
Total Expenditures	\$1,515,620	\$1,690,330	\$2,166,714
Ending Balance	\$5,722,976	\$5,641,266	\$5,900,352

~~845,544.45~~ 882,220.00

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